



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

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OCT 07 2003

Memorandum

To: Service Directorate

From: Deputy Director *Marshall P. Jones*

Subject: Environmental Management Systems

The purpose of this memorandum is to re-emphasize the Service's commitment to Environmental Management Systems (EMS) and to ask for your cooperation and support for this important program in FY 2004.

The attached August 26, 2003, memorandum restates the Secretary's commitment to Environmental Management Systems (EMS) and directs each of the Bureaus to implement EMS by December 2005. Environmental Management Systems provide a systematic approach to ensure an organization's environmental activities are properly managed.

As you may know, the Service began implementing its EMS in 2001. Thus far, EMS plans have been completed for 19 field facilities. Ultimately, approximately 70 field facilities will receive such plans, with all other field stations being encouraged to voluntarily go through this valuable planning process. While the Service is currently in full compliance with the Secretary's directive, much work needs to be done between now and December 2005. The schedule for EMS implementation in FY 2004 is attached. This schedule was prepared with input from Regional Environmental Compliance Coordinators and Regional Program staffs. Formal teams composed of the Division of Engineering (DEN) and Regional staffs will visit these facilities for the purpose of preparing an Environmental Management System Plan for each facility.

Service policy regarding EMS is contained in Director's Order No. 144. Additionally, a February 4, 2003, memorandum further describes the Service's commitment to EMS and lists the facilities where EMS will be eventually be implemented.

Please contact Paul Camp or Billy Umsted in the Division of Engineering at (303) 984-6870 if you have any questions.

Attachments



THE SECRETARY OF THE INTERIOR
WASHINGTON

MEMORANDUM

To: Solicitor
Inspector General
Assistant Secretaries
Heads of Bureaus and Offices

From: Secretary *Rale A. Norton*

Subject: Improving Environmental Compliance and Performance through Environmental Management Systems

AUG 26 2003

This memorandum commits the Department of the Interior to implement Environmental Management Systems (EMS) and directs Departmental Bureaus and offices to implement such plans by the required implementation date of December 2005. EMS provides a systematic framework to identify and address environmental impacts of our activities, ensures compliance with regulatory requirements, and provides opportunities for continuous environmental improvement and innovation, thus promoting effective and efficient Government-wide operations. It was developed as a result of the President's initiative to make the Federal Government lead by example in its environmental responsibilities.

The President's Management Council has directed Federal agencies to work together to improve their overall environmental compliance and performance. EMS implementation provides opportunities for partnerships to occur and to expand the Department of the Interior's ability to promote healthy lands and thriving communities. The DOI is fully committed to reducing adverse environmental impacts to public lands and natural resources and to enhance compliance. Departmental Bureaus and offices should encourage innovation and creativity in meeting environmental challenges and also harness 21st Century technology to improve our responsibilities and to minimize our environmental impact. Through a process of continuous improvement, the EMS encourages ways to be innovative, adaptive and flexible in sustaining a healthy environment.

In support of the President's initiative, I am directing the EMS implementation by departmental Bureaus and offices in all departmental facilities nationwide, where applicable. While I expect all Bureaus and offices to have the EMS's in place well before the required implementation date of December 2005, as required by Executive Order 13148 (Greening the Government Through Leadership in Environmental Management), I am pleased that many of our Bureaus and offices are already on their way toward the EMS implementation.

An EMS Council has been established within the DOI to aid in Department-wide EMS implementation. The Council is chaired by the Office of Environmental Policy and Compliance (OEPC). That Office can assist Bureaus and offices in this endeavor and other areas as well. Their telephone number is (202) 208-3891.

October 8, 2003

FY 2004 EMS Schedule

Dates	Facility	Region
10/6-10	Klamath Basin NWRC	1
11/3-7	San Francisco Bay NWR	1
7/12-16	Dworshak Fisheries Complex	1
7/26-30	Malheur NWR	1
10/6-10	Bosque del Apache NWR	2
1/12-16	Imperial NWR	2
2/23-27	Texas Chenier Plain NWRC	2
9/22-26	South Texas Refuges Complex	2
2/2-6	Neosho NFH	3
3/15-19	Jordan River NFH	3
4/19-23	Desoto NWR	3
5/3-7	Crab Orchard NWR	3
12/1-5	S.E. Louisiana NWRC	4
2/9-13	Okefenokee NWR	4
4/19-23	Alligator River NWR	4
1/26-30	Blackwater NWR	5
2/9-13	Ohio River Islands NWR	5
5/17-21	Eastern Massachusetts NWRC	5
6/14-18	Rhode Island NWRC	5
3/8-12	Crescent Lake/North Platte Complex	6
5/17-21	Ft. Niobrara/Valentine Complex	6
8/23-26	National Bison Range/Lost Trails	6
9/13-17	Creston Fish and Wildlife Center	6
3/15-4/2	Yukon Delta, Kenai & Tetlin NWRs	7